

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAJS-J1-SP

18 August 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2009-39 - Expires 18 September 2009

1. The Military Department is accepting applications for the State Active Duty position indicated below. Selected applicant will be provided a temporary appointment, which is a minimum of six months and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***Individuals selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed 0-3.*** This vacancy announcement will expire on 18 September 2009 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

- | | |
|--------------------------------------|--|
| a. TITLE AND PAY GRADE: | State Terrorism Threat Assessment Center
(STTAC) Liaison/Security Officer (SAD 0-3) |
| b. EMPLOYMENT LOCATION: | JFHQ, Sacramento, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 October 2009* |
| | <i>*Pending Availability of Funds*</i> |
| d. SELECTING SUPERVISOR: | Director, J3 |

3. The basic qualification requirements are:

- a. **Military Service:** Members of the active or retired California Army or Air National Guard, or active member of the California State Military Reserve in the grades of 02 through 04 may apply.
- b. **Education/Experience:** Completion of military educational and civilian requirements commensurate with the grade of the applicant is required.
- c. **Military Assignments:** Assignments appropriate to the grade of the applicant.
- d. **Communication Skills:** Must be able to effectively communicate orally and in writing.
- e. **Must possess computer skills with Microsoft Office suite of applications to include Word, Excel and Power Point.**
- f. **Required to meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.****

4. Other requirements:

- a. **Must possess necessary training for a Security Officer, to include subject-matter expertise, analytic methodologies, customer service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty.**
- b. **Completion of the following: Military Intelligence Course, AT Level I, Terrorism I and II.**
- c. **Appropriate military uniform with service component recognized rank will be worn in accordance with military regulation.**

5. Principal duty functions:

- a. **Coordinates with the STTAC and Anti-Terrorism Program Manager – ATPM at the Operational level for routine report tasking.**

CAJS-J1-SP

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-39 – Expires 18 September 2009

- b. Acts as liaison to provide coordination with the STTAC, its allied agencies and the State Military Department.
 - c. Will participate with coordination, planning and supervision of ATPM products at the Operational level for routine tasking.
 - d. Will work with the STTAC supervisors to help identify all analytical products to be produced within the ATPM purview.
 - e. Assists analysts with planning and preparation of the ATPM products.
 - f. Ensures resources are made available to assist analysts within the STTAC.
 - g. Develops and implements editorial procedures for products.
 - h. Ensures and performs Quality Control.
 - i. Performs various other duties as assigned.
6. Individuals selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Pre-paid Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
7. Reimbursement for moving and relocation expenses will not be paid.
8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Director, State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Applications must be received in State Personnel no later than the close of business on 18 September 2009. Applications will not be accepted via fax or email.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
Electronic A, F & M

Jeffrey W. Magram (18 Aug 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of height, weight & physical test verifications?	

If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form (available by request) that indicates your current medical fitness.